



# **ISIS HR Quick Tips**

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## **Maintaining Re-Rating Information in ISIS HR**

*How do I maintain an employee's appraisal record in ISIS HR when a re-rating is required?*

When an employee receives an official overall rating of "Needs Improvement" or "Poor", the employee must be re-rated 6 months after their anniversary date per Civil Service Rule 10.7(a). The employee will now have two appraisal periods stored in ISIS HR of 6 months each for the year.

Example: An employee's anniversary date is 3/14/9999. On 3/14/2007, they receive an official overall PPR rating of 1.50. They must have a re-rating on 9/13/2007. Their new appraisal period is 3/15/07-9/13/07.

The employee would NOT have a date specification of "15NotGrantElgMeritDat1" because they were NOT eligible for the merit increase per Civil Service Rule 10.10b. Their "Next Merit Elig Date" should be changed to 9/13/07.

On 9/13/07, they receive an official overall PPR rating of 4.00 and are now eligible for a merit increase. The merit increase should be entered on the employee's basic pay record (IT008) as a "Merit N Elig Date." The employee's date specification record should be updated to reflect the "Next Merit Elig Date" of 3/14/2008. The appraisal period will now be from 9/14/07-3/14/08. The employee now returns to his regular PPR schedule.

Additional information on PPRs can be found in the [HR Handbook under PPR Resources](#) and [General Circular 1498](#), and the ISIS Help Scripts titled [Maintain Merit Increases](#), [Maintain Appraisals of 100-500](#), and [Maintain Date Specifications](#).

Questions? Call the HRIS Program Consultant at (225) 219-9439